

# Tenancy Application Form



## Address of property you are applying for

## Tenancy Requirements

Length of tenancy  Rent  /week Bond  Commencement Date

Primary Applicant  Other applicants

Number of Occupants  Adults  Children  Pets Y/N  Type of Pet/Breed

## National Tenancy Database Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 26 000 602 862) NTB by Telephone: (03) 8629 1608 Facsimile: (03) 8629 1650  
Address: P.O. Box 13294 George St, Brisbane QLD 4003  
Website: [www.ntd.net.au](http://www.ntd.net.au)

NTD collects your personal information to provide its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD. NTD also provides credit information on companies / directors applying for commercial leases.

The real estate agent/property manager will advise NTD of your conduct throughout the lease / tenancy, and the information will form part of your tenant history.

NTD usually discloses information to:

- Licensed real estate agent members
- NTD's parent company, Collection House Limited
- ABN 26 000 602 862 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to NTD the real estate agent/property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the premises.

## Declaration Statement

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the application is unsuccessful or should the premises not be available for occupation on the due date for whatever reasons

Melplex cannot confirm that any telephone line to the property is operable or able to be reconnected. It is the tenants' responsibility to check with the telephone provider to confirm the line arrangement and pay for line connection. Under the Residential Tenancies Act 1997, the tenant is responsible for any utilities which are separately metered at the leased property. Melplex uses Connectnow to ensure this process is effectively completed.

The tenant acknowledges that the premises are a "Smoke Free Zone" and will ensure that they and their invitees do not smoke inside the premises.

I acknowledge that I have read and understood the privacy statements on this page.

By signing this application form, I warrant that I am authorized to make this application and to provide the invitations, consents, acknowledgements, authorizations and other undertakings set out in this application on behalf of all applicants listed on this application.

During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition. If this is not the case, I'll indicate any items I would like attended to prior to my tenancy. I acknowledge that these items are subject to owner's approval.

## Tenancy Disclosure Statement

The information on this form is being collected by Melplex. It is a condition of application for tenancy that you consent to the collection and use of your personal information by Melplex. We require this information so that we may consider your application to tenant/lease a property. We may provide this information and any or all of the information provided to us by any party to any third party including Landlords, Landlord's Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Melplex. It is your responsibility to ensure information you provide is correct at all times.

Applicant Print Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supporting Documentation

When submitting an application you must include at least **2 items from Section One & Two, 1 item from Section Three per applicant.**  
**Please provide copy of visa with expiry date for foreigners. Copy of Confirmation of Enrolment is also needed for overseas students.**

### Section One

Drivers License  
 Proof of Age Card  
 Passport  
 Medicare Card

### Section Two

Bank Statement  
 Current Pay Slips (minimum of 2)  
 If new job - Letter of confirmation incl. salary  
 Statement of Centrelink Entitlements  
 Parental Guarantee (if applicable)

### Section Three

Previous 4 rent receipts (or ledger)  
 Utilities or phone account

## Applicant Details

Mr /Mrs /Miss /Ms /Prof /Dr Full Name:  Smoker:  Yes/No

Date of Birth  Contact Number  Email:

Drivers License No  EXPIRY DATE  LICENSE STATE

VEHICLE REG  PASSPORT NO  Country of issue

## Emergency Contact

Name  Relationship  Contact No.

Address

## Current Address

Current Address  Current Rent: \$  /week

Agent / Landlord Contact Number:  Email

Length of Stay  Years  Months Reason for leaving

Was your bond refunded in full?  Yes / No No, please specify

## Previous Rental Details

Previous Address  Current Rent: \$  /week

Agent / Landlord Contact Number:  Email

Length of Stay  Years  Months Reason for leaving

Was your bond refunded in full?  Yes / No No, please specify

## Current Employment/Self Employed

Company name  Company address

Occupation/ Position  Nature of employment  Length of employment

Income:  Manager/Accountant  Contact Number

## Student

Institution  Course Name:  Campus

Student Number  Source of income  Income:

## References

### Professional Referees

Name  Occupation  Relationship  Phone

### Personal Referees

Name  Occupation  Relationship  Phone

## Before I submit this application, I have:

- Attached photocopies of supporting documents
- Inspected the property both internally and externally
- Provided all contact details and documentation for confirmation of income source
- Completed all details in full on the application form
- Read and signed NTD Disclosure Statement, Declaration Statement and Tenancy Disclosure Statement